



Assistant Headteacher Posts (two)

One with responsibility for SEND

L13-17

£63,430 to £69,970

Start date: September 2024



Our ref: RSM/MSH

20 March 2024



Owler Lane, Sheffield S4 8GB

Tel: (0114) 243 9391

Fax: (0114) 261 1640

Email: enquiries@firvale.com

Website: www.firvale.com

Headteacher: Mrs R. Smith

Dear Candidate,

Thank you for enquiring about the post of Assistant Headteacher at Fir Vale.

Our school is an amazing and unique place where staff and students work hard every day towards a common goal.

I am privileged to be Headteacher here and welcome you to come and have a chat and see our school before you apply.

We are looking for **two** enthusiastic and strategically-minded Assistant Headteachers to join a team that is relentlessly focussed on ways to improve the lives of our students.

One post has the responsibility of **SENDCO**, although the successful candidate must also have the ability and desire to take on other areas and work as a team within SLT.

For the second Assistant Headteacher post I am looking for an enthusiastic candidate with initiative who is relentless in finding ways for our children to excel.

Exact areas of responsibility will be decided upon appointment and to complement the rest of the Senior Leadership Team.

Our key values, chosen by students are: **Kindness, Respect, Determination, Togetherness, Opportunity** and **Achievement**. These words really do sum up the aspiration and ambition of our pupils.

In the next few months we will be joining a multi-academy trust, United Learning. It is a good time to join an amazing whole school team.

If you are interested and want to know more, please contact the school for a chat with me and/or a tour.

Yours faithfully,

A handwritten signature in black ink that reads 'Rachel Smith'.

Rachel Smith

Headteacher

The recruitment and selection process

The recruitment and selection process is set out below.

Milestone	Date
Post Advertised	22/3/2024
Interested candidates can meet the Headteacher and tour the school	By appointment via the Headteacher's PA – Georgia Oxley Email: goxley@firvale.com
Closing Date for Applications	Apply or email to goxley@firvale.com By noon on Monday 15/04/2024
Shortlisting	Monday 15 th April pm
Interview process	Interviews will be held w/b 22 nd April
Successful candidate starts	September 2024

Please complete and return the application form by noon on Monday 15th April either through TES or by email to goxley@firvale.com

You should include a personal statement of no more than 2 sides of A4 explaining:

- **what has prepared you for the role of Assistant Headteacher at Fir Vale School?**
- **what are the challenges and opportunities both for our school and for you as Assistant Headteacher?**
- **what experience would you bring to help drive higher quality and standards?**

Please look carefully at the person specification, job description and the attached information. Please focus on our context, challenges and how your experiences have prepared you for this role in our school and will mean you will be an effective senior leader.

Our school and context

Our school is distinctive in a number of ways. The range of background, need, aspiration and prior attainment is broad and means our school is comprehensive, cosmopolitan and dynamic. Our pupils benefit from strong and positive role models who offer positive reinforcement, care and recognition. We know that a calm, structured, purposeful learning environment is especially valuable. We work hard to engage all parents and families and we sometimes need to demonstrate that a high value should be placed on education and aspiration.

Nearly 40 different languages are present in our school and some pupils have low levels of literacy, oracy and numeracy. We work hard to drive higher standards of attendance and punctuality.

Person Specification – Assistant Headteacher, Fir Vale School

Key Criteria	Essential	Desirable	Evidence
Academic qualifications and professional development	<p>Qualified Teacher Status.</p> <p>Evidence of continuing professional development including educational school leadership and management.</p>	Higher educational study.	<p>Application form.</p> <p>Documentary evidence.</p>
Teaching, Learning and Quality of Assessment	<p>An effective teacher with a strong record of 'high progress' outcomes.</p> <p>Effective use of performance data to inform teaching and learning for individuals and groups.</p> <p>Experience of leading a teaching and learning initiative with significant impact for pupils.</p> <p>Experience of curriculum development/and or pastoral leadership</p>	Leading/ delivering teaching, learning and assessment CPD.	<p>Application form.</p> <p>Interview.</p> <p>References.</p>
Outcomes for pupils	<p>Confident and proficient use of performance data to raise standards for pupils.</p> <p>Experience of raising standards for pupils eligible for Pupil Premium and/or with low levels of literacy including EAL.</p>	Proficiency with ASP/IDSR.	<p>Application form.</p> <p>Interview.</p> <p>References.</p>
Leadership and Management	<p>Experience in a secondary setting with success at middle leadership and management</p> <p>Evidence of commitment to leading and building teams and collaborative working.</p> <p>Evidence of strategic leadership to inform school evaluation and improvement.</p>	<p>Knowledge of school funding</p> <p>Experience of leading whole school initiatives.</p>	<p>Application form.</p> <p>Interview.</p> <p>References.</p>
Personal Development, Behaviour and Welfare	<p>Ability to support pastoral teams working with vulnerable and complex pupils.</p> <p>Clear commitment and effective practice to safeguarding.</p>	Evidence of working with pastoral teams to raise standards.	<p>Application form.</p> <p>Interview.</p> <p>References.</p>
Professional Experience	Experience in more than one school with a diverse context in terms of ethnicity, EAL, Pupil Premium, Key Stage 2 prior attainment.		<p>Application form.</p> <p>Interview.</p> <p>References</p>

Key Criteria	Essential	Desirable	Evidence
<p>Personal Qualities, Skills and Attributes</p>	<p>Unconditional positive regard for children, their families and staff.</p> <p>A commitment to care, inclusion and 'Achievement for All'.</p> <p>High levels of emotional intelligence.</p> <p>Calm, positive and optimistic whilst under pressure.</p> <p>Ability to instil trust and confidence in pupils, their families and staff.</p> <p>Strong communication skills</p> <p>Strong literacy and oracy numeracy skills.</p> <p>Active team member.</p> <p>Able to manage time and prioritise effectively.</p> <p>Patience, reflectiveness and curiosity.</p> <p>Able to model best practice for all staff.</p> <p>Values collective responsibility.</p>		<p>Application form.</p> <p>Documentary evidence.</p>

Job Description Assistant Headteacher

To assist the Headteacher in leading and managing the school:

To drive and support the overall effectiveness of Fir Vale School in line with the agreed Fir Vale School Improvement Plan.

To support the Headteacher with all operational duties, as required.

To model and promote the aims, values and ethos of Fir Vale School.

To provide effective line management of staff according to school policy ensuring staff and teams are supported and accountable.

To act as Senior Leadership Team Link for one or more areas of the school.

Assisting in the day to day running of the school

To actively participate in SLT and other leadership and management meetings.

To be a role model for good classroom practice.

To drive and support the ethos of high expectations for staff and pupils to improve outcomes.

Support and contribute to the raising of standards in teaching, learning and assessment in line with the Fir Vale Standard.

Support and contribute to the culture and ethos which embeds ambition, recognises and rewards effort and achievement and promotes effective teaching, learning and assessment.

Support and contribute to the development of high standards of personal development, behaviour and welfare including promoting high levels of safety and safeguarding.

Key Areas of Responsibility:

To lead on delegated areas of responsibility to improve:

- overall effectiveness;
- outcomes for pupils;
- quality of teaching, learning and assessment; and
- personal development, behaviour and welfare including safeguarding.

Class Teacher Responsibilities:

To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers.

To be responsible for teaching across Key Stage 3 and/or Key Stage 4.

To deliver high quality lessons that meet the Fir Vale Standard.

To maintain positive working relationships with students and staff.

General Duties and Responsibilities

To carry out the duties of an Assistant Headteacher as set out in the School Teachers' Pay and Conditions Document.

To continue to meet the required standards for Qualified Teachers' status.

Review Arrangements

Fir Vale School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.